

Walker and Miller Financial Services



Mitch Enterprises T/A
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Australian Credit Licence Supporting Documents Services

Impending ASIC regulation in the form of the Australian Credit Licence will require that the operators to be covered by the licence are 'fit and proper' people to engage in credit activities as specified in RG 206 – Competence and training 206.23.

This is referred to as the 'fit and proper' test. For each person to be determined as 'fit and proper' they will be required to provide three background checks to ASIC. These background checks are specified in RG 204 – Applying for a credit licence. RG 204.292 requires each person who will be engaging in credit related activities to provide:

- 1) An Australian Credit Licence Financial Police Report
- 2) National Personal Insolvency Index Bankruptcy Report ******(No longer required or included in this package)**
- 3) VEDA Credit History Report Check

Package Includes

Australian Credit Licence Financial Police Report (Valid for 12 Months)	As an Australian Federal Police Registered Organisation, we are able to obtain for you an Australian Credit Licence Financial Police Report. These reports cannot be sourced through state based police organisations.
National Personal Insolvency Index Bankruptcy Report (Valid for 12 months)	NPII is maintained by the Insolvency and Trustee Service Australia ("ITSA"). Access to this information is only available through authorised Index Search Agents. ** (No longer required by ASIC or included in this package - price adjusted accordingly)**
VEDA Credit Check (Including free update within 12 months for licensing purposes)	VEDA credit checks are valid form 3 months prior to your ASIC application. We offer a complimentary updated VEDA check if yours has expired at the time of Licence application.

Payment Details

The applicant agrees to the following payments:

Australian Credit Licence Package (NPII Check deducted from price)	\$129.00 incl GST
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The applicant authorises **Mitch Enterprises Pty Ltd** to use their details to conduct the aforementioned background checks and the details below to process the payment for the Australian Credit Licence Package.

Name: _____

Address: _____
(For Document Post)

Post Code _____

Contact No: _____ Email: _____

Authority Signature _____ Date ____/____/____

PAYMENT:

Credit Card:

Type: _____ (VISA & MCARD No Surcharge / AMEX 3% Surcharge) Please debit my card the amount of **\$129.00**

Number:

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Expiry:

		/		
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Name on the Card: _____ Signed: _____

Date: _____

*Please contact us for alternate payment options

Application Completion Guide

IMPORTANT NOTE:

BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION

- **Section 2** – Please ensure ALL applicants details are provided including all current and previous names, telephone contact numbers, drivers licence details etc.
(Illegible forms will be returned to the applicant for re-submission)
- **Section 2** – Any/All changes or corrections or additions to the application for are to be initialled by the applicant.
(Failure to initial alterations will result in forms being returned to the applicant)
- **Section 2** – If there is insufficient room to write your details, please attach a separate sheet with the additional information ensuring that it is **signed and dated**.
- **Section 4** – All checks and Certificates will be mailed to the address specified on the Cover Page once the process has been completed.
- **Section 5** – Fingerprint Checks are not required for your ASIC submission please disregards Section 5.
- **Section 6** – The consent section must be signed by the applicant
- Please attach a clear photocopy of your Australian Driver's Licence or Passport to this application.
(DO NOT SEND ORIGINAL DOCUMENTS)
- Ensure all necessary details have been completed and the form is **signed and dated**.
- Please complete using **BLOCK LETTERS** and **black ink**.
- Mark check boxes with a cross (X).
- All previous or other names by which you are known or have been formally known, including maiden name, must be listed in full on the form or on an enclosed additional **sheet**
- Any attachments with additional information **must be signed by the applicant**.
- This completed form and all attachments must be sent to Walker & Miller for processing:
Fax to: **1300 136 948 or (02) 9922 5276**
Post to: **Accreditations Manager**
PO Box 6478
NORTH SYDNEY NSW 2060



Australian Federal Police National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Office use only

1. Purpose of NPC

Enter the relevant code number from the table at **Section 1: Purpose of NPC** on the **Application completion Guide** (e.g. Fire fighting/prevention = Code No 15)

Code Number: **25**

If a code is not specified this application will be processed as a Standard Disclosure (Code 30).

If the purpose is not listed or you are unsure please ring the AFP Criminal Records Help Desk on 02 6202 3333 for assistance.

2. Applicant Details

Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name			
All Given Names			
Date of Birth (DD/MM/YYYY)	/ /	Gender: Male	<input type="checkbox"/>
		Female:	<input type="checkbox"/>

Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll). If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included

Family Name: (include all name changes and maiden name)	Given Names	Date of Birth
		/ /
		/ /
Place of Birth Town		State
Country		
Telephone Numbers: Home	Work	Mobile
Australian Drivers Licence Number	Issuing State:	<input type="checkbox"/> Copy Attached

Current Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

Previous Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
TICKER PTY LTD	3079	

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes No If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

(a) fingerprints taken by another police jurisdiction OR

(b) fingerprints taken by the AFP and not charged when taken OR

(c) fingerprints taken by the AFP and charged when taken - receipt of payment must be supplied with this form

6. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 3 – 6) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature

Date / /

If you are under 18 years of age please provide consent below from a parent/guardian.

Parent/Guardian Signature

Date / /

Parent/Guardian name printed in full